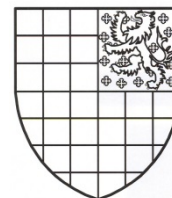


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**LEWES  
TOWN  
COUNCIL**

### **To All Members of Lewes Town Council**

A Meeting of **Lewes Town Council** will be held on **Thursday 25<sup>th</sup> February 2016**,  
in the **Council Chamber, Town Hall, Lewes** at **7:30 pm** which you are summoned to attend.

S Brigden, Town Clerk  
18<sup>th</sup> February 2016

## **AGENDA**

### **1. QUESTION TIME**

To consider any questions received regarding items on the agenda for this meeting.

### **2. MEMBERS' DECLARATIONS OF INTERESTS**

To note any declarations of personal or prejudicial interest in items to be considered at this meeting.

### **3. APOLOGIES FOR ABSENCE**

To consider apologies tendered by Members unable to attend the meeting.

### **4. MAYOR'S ANNOUNCEMENTS**

To receive any announcements from the Mayor.

### **5. MINUTES**

To agree Minutes of the Council's meeting held on 21<sup>st</sup> January 2016.

*(attached page 3)*

### **6. WORKING PARTIES & OUTSIDE BODIES**

To consider matters arising from working parties; members serving on outside bodies *etc.*

*a) Personnel Panel 20<sup>th</sup> January 2016*

*(Minutes attached page 14)*

*b) Communications Working Party 2<sup>nd</sup> February 2016*

*(Minutes attached page 17)*

*c) Grants Panel 10<sup>th</sup> February 2016*

*(Report FC2015/12 attached page 19)*

*d) Building repairs Working party 17<sup>th</sup> February 2016*

*(Minutes attached page 21)*

*e) Sussex Community Rail Partnership*

*(Oral report Cllr Catlin)*

*f) LDC Meeting re Road closure consultation process/ Boxing Day Hunt*

*(Oral report Cllr Cooper)*

### **7. COUNCILLORS INDIVIDUAL DUTIES**

To consider changes to allotted duties for individual Members *(report FC013/2015 attached page 23)*

### **8. LEWES CROWN POST OFFICE**

To consider a response to proposed changes to Lewes Crown Post Office. *(NOM023/2015 page 26)*

### **9. SUPPORTED BUS SERVICES**

To consider a request for continued subsidy for routes operated by CTLA. *(CTLA report page 27)*

### **10. MUNICIPAL CALENDAR**

To consider the municipal calendar for scheduled meetings in 2016/17 *(Draft attached page 31)*

### **11. UPDATE ON MATTERS IN PROGRESS**

*(Oral report by Town Clerk)*

### **12. NOTICE of ITEMS IN PROSPECT**

*(Oral report by Town Clerk)*

***For further information about items on this agenda please contact the Town Clerk at the above address***

**This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)**

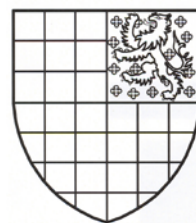
**PUBLIC ATTENDANCE:** Members of the public have the right, and are welcome to attend meetings of the Council and to ask questions regarding items on this agenda. Questions are heard at the start of each meeting with the Chairman's consent, subject to time available. Questions or other requests to address Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance.

*General questions can be raised at our offices between 9am-5pm Mons- Thurs 9am- 4pm on Fridays – our staff will be pleased to assist.*

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## ***MINUTES***

Of the **Meeting of Lewes Town Council**,

held on **Thursday 21<sup>st</sup> January 2016**, in the **Council Chamber, Town Hall**, Lewes at **7:30pm**.

**PRESENT** Councillors A Ashby; R Burrows; S Catlin; M Chartier; D Cooper; W Elliott; J Lamb; I Makepeace (*Deputy Mayor*); Dr G Mayhew; M Milner; R Murray; S Murray (*Mayor*); O'Keeffe; T Rowell and E Watts.

*In attendance:* S Brigden (*Town Clerk*); Mrs E Tingley (*Committee Administrator*)

*Observing:* Ms V McLachlan (*Finance Administration Officer*); B Courage (*Town Ranger*) Mrs J Dean (*Customer Services Officer*)

**FC2015/88 QUESTION TIME:** 11 Members of the public were present. Five questions had been received which, although not related to items on the agenda, were received and answered. These questions and the answers given are appended to these minutes.

**FC2015/89 MEMBERS' DECLARATIONS OF INTERESTS:** Cllr S Murray and Cllr R O'Keeffe declared an interest *in* budget-setting (Agenda item 6b) in that they are both Directors of Lewes Town Partnership, which would be affected by any decision.

**FC2015/90 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr A Barker whose wife was recovering from an operation, and Cllr Dr A Bolt who had a childcare commitment. It was agreed that a card and flowers would be sent on behalf of the Council to wish Mrs Barker a speedy recovery. Cllr Addecott had indicated an intention to submit his resignation from the Council. It was **resolved that:**

**FC2015/55.1** Reasons submitted for absence from this meeting are accepted.

**FC2015/91 MAYOR'S ANNOUNCEMENTS:**

1 It was announced that, sadly, on Friday 8<sup>th</sup> January the former Chairman of Lewes Twinning Association, Jack Greenaway, had passed away after suffering with dementia. He would be sadly missed by everyone who met or knew him. Jack had touched many people's lives, whether it was as the "village bobby" in Ringmer in the early 1960's, Lewes Little Theatre, Lewes Operatic or Panto, his coach tours or town Twinning. Jack was also made a Citizen of Honour of Blois in 1997. Condolences were offered to his family, and the Mayor and Civic Officer would attend his funeral on 27<sup>th</sup> January.

2 Following the culmination of the Houses of Parliament's year-long banner exhibition '*The Beginnings of that Freedom*', which formed part of the 2015 programme to commemorate 750 years since the Simon de Montfort parliament (1265) and 800 years since the sealing of the Magna Carta (1215), the artworks were to be gifted to organisations across the UK.

Covering 800 years of constitutional history, demonstrating how the UK had built a powerful system of civil rights and representative government, the exhibition featured 18 large-scale banners created by nine artists. Each banner provided a dynamic visual representation of milestone 'moments'. It ran from January – December 2015 in Westminster Hall, during which time it was seen by an estimated 750,000 people. Now that the public exhibition had finished, and following an open call for applications, the banners were to be given to appropriate organisations.

Council was indebted to Cllr Dr Mayhew, who had prepared a successful application for the banner designed to mark the DeMontfort Parliament of 1265, to which Lewes itself had sent two Burgesses. The banner would be hung in the Corn Exchange, alongside

the wall panels that tell the history of Britain's long struggle for individual and collective freedoms and human rights, which were originally produced by the British Library for its 'Taking Liberties' exhibition in 2008/09.

3 Sussex and Surrey Associations of Local Councils (SSALC), in association with the County Councils of East and West Sussex and Surrey, the 23 Boroughs and District Councils and the South Downs National Park, were to hold a briefing event on the Three Southern Counties Devolution (3SC) initiative on Friday 11<sup>th</sup> March in Crawley. The Town Clerk and the Mayor would attend and there was one other place available which, it was agreed, Cllr Catlin would take.

4 A request had been received from Lewes Priory Trust regarding the latest project the Trustees wished to pursue. The success of the Herb Garden had led to the belief that much could be gained by developing a second area as a kitchen garden community project and educational resource. The garden would be located against the west wall boundary to the site, adjoining Priory Cottage. It would displace an unkempt area of self-seeded small trees and shrubbery. The Trust had discussed the removal of the planting with the District Tree & Landscape Officer, who was happy that it was of no landscape value. They had also conferred with the owner of adjoining Priory Cottage, who was supportive, subject to assurances on privacy. Before the Trust began fundraising for the project (which they expected to cost around £7,500) – they sought reassurance that the Town Council (as owner of the site) was happy with the proposal in principle. This was agreed.

5 Further to recent email correspondence regarding support for communities affected by recent flooding; detailed consideration had been given to some form of fundraising event but there were practical difficulties. It was suggested that Members may wish to contribute individually to a collection for Hebden Bridge, a town in West Yorkshire which had recently been flooded. Cllr Barker had pledged £20 and others were invited to add to the fund after the meeting. The Mayor would write to Hebden Bridge Town Council. Cllr Dr Mayhew pointed-out that the town was an appropriate choice, as there were significant historical links with Lewes. Hebden Bridge is part of the historic parish of Heptonstall of which the Prior of Lewes was Rector. The Lord of the Manor of Halifax and Heptonstall was also the Prior of Lewes, who was granted the manor and both parishes by William II de Warenne at the beginning of the 12th century.

6 Members congratulated Cllr O'Keeffe who had recently been awarded an honour (Member of the Order of the British Empire - MBE) in the New Year's Honours list.

FC2015/92

#### MINUTES:

Minutes of the meeting held on 17<sup>th</sup> December 2015 were received and signed as an accurate record.

FC2015/93

#### REFUGEE ISSUE:

This item was brought forward (originally on the agenda as item 11), as a courtesy to members of the public attending who had a particular interest in the subject.

Council considered a motion (*NOM 022/2015 – copy in minute book*) that a letter be written to the Mayor of Grande-Synthe, near Dunkirk, pointing out that many Lewes residents were very concerned about the conditions being reported in the refugee camp there, and with worsening weather they will deteriorate even further. Some residents of Lewes and other people were attempting to help by delivering aid and supplies, and those volunteers were encountering obstacles and restrictions on permission to enter the camp and help in the way they have been doing in Calais. A short debate followed, with some Members stating the importance that any letter should be couched in sympathetic terms and stressing the need for genuine aid to be given access. It was agreed that this was an humanitarian issue; not a diplomatic one. Consequently, **It was resolved that:**

**FC2015/93.1** The Mayor will write to the Mayor of Grande-Synthe, Dunkirk, France, pointing out that many Lewes residents are very concerned about the conditions being reported in the refugee camp; that some were attempting to help by delivering aid and

supplies, and asking that he use what influence he may have to ensure that those volunteers are permitted to enter the camp and help.

#### **WORKING PARTIES AND OUTSIDE BODIES:**

*Members were reminded that anyone who may have attended a meeting of any recognized outside body which has covered issues that deserve attention by the Council, should ensure that TC is aware of this before the Council's next meeting, and preferably before the agenda deadline. Reports on all activities of the organization are not expected.*

**a] Transport Working Party 7<sup>th</sup> January 2016:** Cllr Milner presented the minutes of this meeting (*copy in minute book*), when Members had discussed several issues:

*Bus services in Lewes:* Loss of late last-buses had caused difficulties for those working in, or simply enjoying, evening industries *etc* in Brighton and wishing to return to Lewes or beyond. It was acknowledged that these may have been unprofitable to run, but were highly-valued by local people. Brighton & Hove Bus Company had already listened to public feedback on this matter and planned to re-introduce some late buses as soon as regulations allowed, in April. This would return a 12:00am and 12:30am departure from Brighton to Lewes (Malling) Mondays to Saturdays and add a 1:30am departure on Saturdays. April was the earliest possible for implementation. A welcome point was that the late services would not demand premium fares. B&HB would publicize the new services and provide material (leaflets) to allow the Council to assist with this. Members wished to record their thanks for B&HB's flexibility and willingness to adapt to public demand.

*Lewes Railway Station forecourt:* The meeting had reviewed the situation following recent road and bridge improvements. The limited options for waiting taxis caused them to circulate around the town centre and add to congestion and pollution in other areas. They were limited in their ability to respond to waiting passengers and there were conflicts with deliveries and buses replacing rail services at weekends. Parking and waiting restrictions were not enforced, and 60 taxi drivers operating in Lewes were competing for 7 marked spaces. It was said that taxi drivers had not been effectively consulted over the redesigned layout. It was understood that there were discussions taking place between ESCC Highway Dept officers; Lewes District Council's licensing officers, and the Station Manager, and it was hoped that this would extend to representatives of Network Rail. Enforcement was compromised until signage could be approved and it was intended that there should then follow a temporary Traffic Order to regulate the situation for an experimental period. The pending upgrade to the weight limit on the road bridge was expected to help with routing of heavier vehicles.

*Compass Travel bus services:* Interim passenger loading statistics were provided for the services supported by the Council since September 2015, and Members considered these; declaring themselves "tentatively hopeful" that the Council's cash contribution was proving beneficial to the community. Residents had recounted their experiences with these services and communications with Compass Travel; and related the effects of the recent road-closures. The Council had agreed a review of the arrangements in March.

*Pedestrian crossing, Church Lane, Malling:* The Council had considered the issue of the proposed crossing adjacent South Malling School – postponed in 2013 due to effects on the School's eligibility for a crossing ("lollipop") patrol. That situation had since changed, and the School were now keen for the deferred crossing to be built. East Sussex County Council (ESCC) officers had advised that the overall cost had not increased significantly. The Town Council held adequate funds in an earmarked Reserve and ESCC could accommodate this in its 2016 programme, but there was a consideration regarding a potential contribution from ESCC's Community Match fund; although this would involve additional cost and delay. To decide this matter, it had been resolved (FC2015/71.1) that the Transport Working Party be mandated to make a decision on Council's behalf. There was a brief discussion on various aspects of this project, and subsequently it had been resolved (TTWP2015/13.1) that the crossing be now

commissioned for installation as soon as possible, calling on funds as required from the earmarked reserve identified as P9 in the Council's published accounts.

*Pedestrian crossings:* The matter of crossings in Offham Road (A2029) (two sites) and Brighton Road (A277), adj Montacute Road, had been discussed. A residents' group had submitted a bid for funding to ESCC for a crossing in Offham Road close to the junction with Prince Edward's Road, and it was believed that there would also be funding from s106 agreements associated with approved development at North Street. It was thought that adequate funding was in place for this, and unlikely that a request for assistance would be made to the Town Council. There was a long-standing demand for a crossing further toward the junction with the A275, near to the steps giving access to Wallands School. There was likely to be a request from residents in the near future to support such a scheme, and this was acknowledged by Members.

There was a project in progress, following a petition by residents, for a crossing in Brighton Road (A277) near to its junction with Montacute Road. This would need to be light-controlled due to its location, and it was expected would cost approximately £120,000 to construct, plus design costs. A grant contribution was likely for 50% of this (£60,000) and a private individual was prepared to contribute £35,000. Members had discussed a proposal that the Council might contribute the remaining £25,000. This was considered to be a case deserving recommendation to Council.

Members who were closely-acquainted with individual issues offered brief updates to those matters and Council acknowledged the work of the Working Party. It was suggested that a representative of Sussex Police might usefully be invited to the next W/pty meeting to discuss their recent internal survey on staff impacts on traffic and parking. It was agreed that Cllrs Milner and O'Keeffe would liaise with TC to engage with Network Rail on issues discussed within their sphere of operation. It was further suggested that an invitation might be obtained for a Town Council representative to attend a forthcoming meeting between the District and County Councils. Subsequently **it was resolved that:**

**FC2015/94.1** The Minutes of the meeting of the Transport Working Party held on 7<sup>th</sup> January 2016 (*copy in minute book*) are noted.

**FC2015/94.2** The recommendations of the Transport Working Party of 7<sup>th</sup> January 2016 (*copy in minute book*) are agreed in that the Council will consider further provision toward pedestrian crossings in the town, and specifically a potential contribution of £25,000 to the anticipated project to install a light-controlled crossing in the Brighton Road (A277) near its junction with Montacute Road.

**b] Sussex Community Rail Partnership:** Cllr Catlin gave a brief oral report. Seaford to Brighton Rail Partnership had held their Annual Stakeholder meeting. Extra train stops were now implemented at Southease and SCRPs were to ask for the last trains running in each direction to stop at that station. The Partnership was also pressing for a 23.17 London service to East Sussex to help theatre-goers. There would be an art work competition for the bridge linking the Sussex Downs College Mountfield Road, Lewes, campus to Court Road, involving Priory School and the college. Newhaven children had recently been involved with an art competition to promote railway use which now decorated one of the railway shelters at Newhaven. Work was to commence on a presentation at Lewes station depicting the significance of the Every (Phoenix) ironworks and support was growing for the potential addition of additional levels to increase the capacity of Lewes station carpark.

**It was resolved that:**

**FC2015/94.3** The oral report on the Sussex Community Rail Partnership is noted.

**c] Finance Working Party 13<sup>th</sup> January 2016:** Cllr Rowell presented the minutes of this meeting (*copy in minute book*) and the draft budgets and working notes were projected for live modelling to assist Council in its deliberations.

The Town Council (LTC) faced an enforced increase to precept to simply maintain

budgeted nett expenditure at the present level, due to phased reduction in the grant from the government support scheme. The government had recently indicated that they would *not* extend the referendum policy to include Parish Councils for 2016/17.

It was understood that, in future, Lewes District Council's special expenses recharge in respect of those parks and open spaces transferred to LTC would reduce to balance an increase in parish precept. The draft budgets presented took account of:

- Provision for known/anticipated increases in public Utility supplies, NNDR etc.
- Adjustments for completed and imminent (previously-approved) projects.
- Provision for elements identified in the Council's forward plan.
- Establishment of appropriate reserves for agreed/anticipated projects.
- Provision for anticipated increases in insurance and other overhead costs etc.
- Provision for known increase in employers' pension and NI contribution.
- Refinements of overhead allocation to services and base service cost estimates.
- Recognition of anticipated adjustment to salaries.
- Provision for known and anticipated increases in cost of contracted services.
- Re-establishment of exhausted reserves and continuation of prudent contributions.
- Provision for costs of assets or services accepted through devolution by Lewes District Council, and for necessary transitional costs.
- Fees & charges tariff increase of 3%, rounded to an appropriate value for the service concerned.

It was acknowledged that there was a continuing need to address the proper maintenance of the Council's physical assets and adequately fund continuing services.

The draft budget combined specific amounts for known costs and committed project items, with prudent allowances for reserves, and provided for a flexible response to unforeseen issues. Members recognized that some projects could exceed original "informed" preliminary estimates of cost, and earmarked reserves could be insufficient. The Council's assets had all been taken-on with considerable historic dilapidation, and contexts such as heritage listing status. Projects could be "topped-up" by drawing from the General Fund which, although adequate, would then need to be restored in future years to the levels recommended by government auditors. It was possible that this could drop below an acceptable minimum in the next two years.

With this background in mind, various individual amendments were proposed and discussed in the course of a long and detailed debate. Decisions were incorporated as the meeting progressed; modelled on a spreadsheet and projected for the impact to be immediately considered. Several points caused particular deliberation, and at the end of that discussion the amendments resulted in a precept requirement of £860,072. This represented an increase on the current year of 10.2%, with the actual cost to a Band 'D' household rising to £141.71 per year. This was an increase over the current year of £8.55 per year or 16 pence per week.

Following establishment of these values, a proposal was considered that a further sum of £180,000 be raised through precept to set up a fund to assist those households affected by imminent reduction/withdrawal by the District Council of Council Tax support grants, following government adjustments to the scheme. (*Cllr O'Keeffe declared an interest in this matter, as a close family member was currently in receipt of this benefit*). This proposal caused a further debate, during which the potential hardship to be caused to some families was generally abhorred; but was ultimately not supported.

In consequence of these deliberations, **it was resolved that:**

**FC2015/94.4** The minutes of the meeting of the Finance Working Party held on 13<sup>th</sup> January 2016 (*Copies in minute book*), are noted.

**FC2015/94.5** Budgets for estimated operational service expenditure and income and contributions to financial Reserves for the 2016/17 financial year; as discussed and agreed by the Council at its meeting on 21<sup>st</sup> January 2016 (*Copies in minute book*), be



approved.

**FC2015/94.6** The balance of £21,000 brought forward at 1<sup>st</sup> April 2015 in the financial reserve designated P3 in the Council's published accounts in respect of a proposed joint project (with the Friends of Lewes) to improve the "Magic Circle", be appropriated to augment the Reserve designated R1 – Town Hall maintenance.

**FC2015/94.7** The total sum to be raised by precept on council tax for 2016/17 be set at £860,072 when anticipated Council Tax Support Grant of £53,128 is accounted-for.

**FC2015/94.8** The Council Plan for major areas of work or projects in 2016/17 considered by the Finance Working Party at its meeting on 13<sup>th</sup> January 2016 (*Copy in minute book*), is approved.

*Cllr Catlin retired from the meeting at this point due to illness.*

**d] Personnel Panel 20<sup>th</sup> January 2016:** Cllr M Chartier gave a brief oral report on the meeting that had taken place the evening before. The Personnel Party had met and discussed the independent consultant's report on the job evaluation exercise recently conducted. They had assessed detailed implications for individuals and for the Council. The Panel was satisfied that a thorough and professional job had been done, and acknowledged all the recommendations. The Town Clerk would now talk to staff individually regarding implications of the specialist's recommended grade structure. There would be Minutes of the meeting available for the next Full Council meeting. Any changes would be implemented with effect from 1<sup>st</sup> April 2016.

**It was resolved that:**

**FC2015/94.9** The oral report on the Personnel Panel meeting of 20<sup>th</sup> January 2016 is noted.

**FC2015/95**

#### **NATIONAL AUDIT FRAMEWORK:**

Council considered this item, which had been deferred from the December meeting:

Notification had been received from The National Association of Local Councils (NALC) regarding changes to the external audit regime for Parish Councils. The Local Audit and Accountability Act 2014 required that from the start of 2017/18 financial year "smaller authorities" – that is all parish and town councils and internal drainage boards, with an annual income of less than £6.5m – must appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally. The Local Audit (Smaller Authorities) Regulations 2015 enabled the establishment of a sector-led, collective procurement body (SLB) to appoint auditors and manage audit contracts. The National Association of Local Councils was working with the Department of Communities and Local Government (DCLG), Society of Local Council Clerks (SLCC) and Association of Drainage Authorities (ADA) on the establishment of a SLB to procure audit for the 2017/18 financial year onward.

The new body was to be responsible for procuring audit services and for the management of audit contracts for a period of five years, much as the previous arrangements with the now-defunct Audit Commission. The process was being supported and funded by DCLG.

As at present, the running costs of the new body would be funded from the audit fees charged to smaller authorities, but the overhead was planned to be lower as the SLC would not carry out a number of functions of the former Audit Commission.

The board of the new body would comprise an independent chair, two independent members, and representation from NALC, SLCC and ADA. Secretariat support was to be provided by NALC. DCLG would have observer status, and also review and monitor progress and quality of SLB work.

The SLB will appoint auditors for all those smaller authorities 'opted in' to the new arrangements. A tender process (compliant with European rules and regulations) would be completed by the end of September 2016.

The SLB will procure, deliver and manage the audit contracts, including specification of



contract requirements, management of auditors, recording of all authorities opting in or out, communications and equality management of audit contracts.

Quality assurance of audits/limited assurance engagements will be conducted by a process to be managed through DCLG. The SLB will be charged with monitoring those smaller authorities who decide to 'opt out' and reporting those bodies to DCLG, confirming when they have appointed auditors locally.

All smaller authorities were to be automatically opted-in to the new body and have an auditor procured for them, although a council was entitled to opt out of the new arrangements. The decision to opt out must be through a formal meeting of the council. Those who opt-out but fail to appoint an auditor by the deadline would have an auditor appointed for them

**It was resolved that:**

**FC2015/95.1** Inclusion within the national framework for Sector-led procurement of external audit services, in accordance with the Local Audit (Smaller Authorities) Regulations 2015 (SI2015/184), is agreed.

**FC2015/96**

**HOMES & WORKSPACES:**

Council considered a proposal (*NOM019/2015 – copy in minute book*) that the Council should form a Home and Workspaces Working Party to explore the possibilities in promoting/providing social housing and improved provision of truly affordable housing for local people, and the potential to promote and improve the provision of inexpensive industrial and creative work premises which will enhance the commercial and economic viability of the town. The recent approval of the Santon/LDC plans for the Lewes North Street Quarter highlighted the continued need for social housing and basic work spaces in Lewes. The group should research the provision of social housing and low-cost commercial space and report with recommendations for action to the council.

**It was resolved that:**

**FC2015/96.1** A Working Party be set up to explore the possibilities for Lewes Town Council in promoting/providing social housing and improved provision of truly affordable housing consisting of Cllrs Ashby; Chartier; Elliott; Makepeace; Milner; Murray (S); O'Keeffe and Rowell.

**FC2015/97**

**PUBLIC WiFi INSTALLATION:**

Council considered a proposal (*NOM020/2015 – copy in minute book*) that a public service be provided by installing Wi-fi and broadband accessible throughout the Town Hall. It was suggested that the cost could be funded partly from the financial reserve identified in the Council's accounts at R15 (ICT replacement), and the remainder from the General Fund. Current estimates suggested that it would cost approximately £10,000 to provide wi-fi in every room available for public hire. A local benefactor, who would prefer to remain anonymous, had offered up to £3,500 toward the total cost.

A few years ago council had considered the possibility of providing wi-fi and decided that it could not justify the costs involved. However, technology and society had moved on and it was increasingly expected by hirers of all spaces that there would be Wi-fi available to carry out their business and leisure activities. It was stated that there was clear evidence of demand and unfulfilled aspirations on the part of many hirers. A separate, publicly accessible, system was proposed; not connected to the IT facilities in the town hall offices.

**It was resolved that:**

**FC2015/97.1** Lewes Town Council will improve its service by installing Wi-fi and broadband accessible to public users throughout the Town Hall, with the expected cost of £10,000 to be funded party from the financial reserve identified in Council's accounts as R15 (ICT replacement) which had a current balance of £5,000; with the remainder funded from the General Fund, offset by the anticipated donation of up to £3,500 to public funds by a local benefactor.

**FC2015/98 DEMENTIA-FRIENDLY LEWES:**

Council considered a proposal *NOM021/2015 – copy in minute book*) that Council form a working party with the aim of fostering a ‘Dementia Friendly Lewes’.

The group would aim to increase the number of Dementia Friends within the town, working with local Dementia Champions (who are trained to deliver 45 minute dementia awareness session promoted by Alzheimer’s Society) to formulate a plan of action. This would include contacting various business, faith and community groups, schools and colleges, tourist destinations and travel providers (including local taxis and buses).

**It was resolved that:**

**FC2015/98.1** A Working Party be set up to raise awareness of Dementia, its symptoms and prevalence, and to encourage understanding and support of those living with Dementia. The Working Party will comprise Cllrs J Lamb, I Makepeace, R Murray, S Murray, R O’Keeffe and E Watts.

**FC2015/99 UPDATE ON MATTERS IN PROGRESS:**

- a) *Devolution of Parks and open spaces* – There was nothing further to report on Devolution.
- b) *North Street Quarter development* – As a condition of the planning consent regarding NSQ proposals a working group would be set up for the allocation of Section 106 monies, and design of benefits in areas such as recreation. The Town Council would be party to the 106 agreements corporately, and also in its role as the Town Brooks Trust. The Town Clerk would sit on the group and it was suggested that Cllr S Murray be a representative also. It was resolved that

**FC2015/99.1** The Town Clerk and Cllr S Murray shall represent the interests of the Council and The Town Brooks Trust on the joint working group being set-up to administer s106 benefits arising from planning consent for the North Street Quarter.

- c) *Boxing Day Hunt meeting* - Letters had been sent to the Southdowns & Eridge Hunt and Lewes District Council – There had been no response from either party regarding this matter.

**FC2015/100 NOTICE of ITEMS IN PROSPECT:**

- a) The next deadline for grant applications (cycle 4 of 4 2015/16) was Friday 29<sup>th</sup> January 2016 with the Panel meeting on Wednesday 10<sup>th</sup> February and recommendations being considered by Council on 25<sup>th</sup> February 2016.
- b) The next Planning Committee meeting was scheduled for: Tuesday 9<sup>th</sup> February at 7:00pm
- c) The next Member’s surgery would be on 2<sup>nd</sup> February 10:00 – 12:00 on the Corn Exchange – Cllr Makepeace would attend.
- d) A meeting of the Communications Working Party would be on Tuesday 2<sup>nd</sup> February at 7:00pm.
- e) The Neighbourhood Plan Steering Group would meet on 18<sup>th</sup> February.
- f) The next meeting of Council would be on Thursday 25<sup>th</sup> February at 7:30pm – giving a deadline for agenda items to be submitted to TC of noon on Monday 15<sup>th</sup> February.
- g) Meetings of the Buildings Refurbishment Working Party; Energy efficient Working Party and newly-established working parties would be advised in due course.

There being no further business the Mayor closed the meeting and invited all present to join her for refreshments in the Mayor’s Parlour

*The meeting ended at 11:05pm*

Signed: .....

Date: .....



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**QUESTION RECEIVED:**

From: Nic Watts

We celebrate the fact that Lewes Town Council in its 'statement of corporate objectives' strives to - 'support initiatives that contribute to the economic vitality of the town, especially through the use of local suppliers and producers; ' and that it...

'works with others to maintain, and improve where possible, good environmental quality and promote the sustainable use of local resources;' and that it has a...

'continued commitment to a FAIRTRADE Town status'

We understand that the Transatlantic Trade and Investment Partnership is likely to threaten the pre-eminence of such policies.

Current EU rules allow for environmental and social considerations in awarding contracts.

Under TTIP public procurement contracts will be opened up to the private sector, meaning that local policies supporting social and environmental goals will no longer be allowed. And that procurement could be far more constrained by price alone – giving multinationals more access to markets at the expense of the local economy and the environment.

This potentially meaning if councils give priority to local providers could be claimed to be 'anti competitive' by multi-nationals potentially triggering lawsuits.

What can the Town Council do to protect its own program?

*Nic Watts*

*19-01-16*

**ANSWER:**

By the Mayor

The Council is required to comply with statutory rules on procurement. Until the Transatlantic Trade and Investment Partnership can be thoroughly assessed it is not possible to answer this question. It is understood that: should the TTIP progress further, the implications must first be considered by the European Commission and this will involve a lead-time of around four years. A number of town councillors are extremely concerned about the likely impact of TTIP upon all kinds of services and standards that we currently take for granted in our community. Because this deal is being negotiated in deep secrecy it is hard to know exactly what the final agreement will look like, but the likely danger areas are already clear from other similar agreements and from the information already released into the public domain. The ability for corporations to be able to sue governments who dare to restrict their profitability, for instance, presents a clear danger to hard won health and environmental protection measures. In order to raise awareness of the dangers associated with TTIP copies of a pamphlet written by John Hilary of War on Want were distributed to all councillors at our last town council meeting.

Tonight's questioners raise important issues for the well-being of our town and so it is important that we do take concerns around the implementation of TTIP very seriously, whether or not they end up impacting directly upon the work of the town council itself. Councillors who have informed themselves hope very much that in due course the town council will take the largely symbolic step of declaring itself a TTIP-free zone, but that, of course, depends upon such a move finding majority support.

---

**QUESTION RECEIVED:**

From: Dr. Sonya Baksi

We are fortunate in Lewes that our Clinical Commissioning Group (CCG) for Lewes, Newhaven, High Weald has been ranked amongst the top six best performing CCG in the country. Their stated

policy is to bring services into the community nearer to where people live. They also look to NHS services as the preferred provider.

Since the 2012 Lansley Act, health services are open to competitive tender. The community services for Kent have just been awarded to Virgin Company for the next 7 years. The Transatlantic Trade Investment Partnership will bring pressure to bear on increased contracting out and any services that go out to the private sector will not then be able to be brought back into public administration.

How can we in Lewes ensure that our local CGC will remain free to follow its present policy and programme?

*Dr. Sonya Baksi FFPHM, FRCP+CH.  
19.1.16*

**ANSWER:**

*By the Mayor*

The matters raised in this question are not within the ambit of a Parish Council. We have no role in healthcare commissioning, which is a duty of East Sussex County Council. Until the Transatlantic Trade and Investment Partnership can be thoroughly assessed it is not possible to answer this question. It is understood that: should the TTIP progress further, the implications must first be considered by the European Commission and this will involve a lead-time of around four years. A number of town councillors are extremely concerned about the likely impact of TTIP upon all kinds of services and standards that we currently take for granted in our community. Because this deal is being negotiated in deep secrecy it is hard to know exactly what the final agreement will look like, but the likely danger areas are already clear from other similar agreements and from the information already released into the public domain. The ability for corporations to be able to sue governments who dare to restrict their profitability, for instance, presents a clear danger to hard won health and environmental protection measures. In order to raise awareness of the dangers associated with TTIP copies of a pamphlet written by John Hilary of War on Want were distributed to all councillors at our last town council meeting.

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**QUESTION RECEIVED:**

From: Ann Link

Lewes Town Council made good changes to save energy in 2010 or 2011, in connection with the 10:10 initiative. I wondered how these were progressing, as I have noticed that the front door, which was well draught-proofed, now seems to have a gap and not always to close properly. I expect these things may need maintaining by now, and I also wondered if the Town Hall has, or could get, a control device that shows the temperature and how much power is being used? What further work could be done to save energy and money and reduce climate impacts?

The Town Hall has a tapestry created by Ali Rabjohns with people's pledges for 10:10 about the climate and energy, as leaves on a tree - is this still around?

*Ann Link*

**ANSWER:**

*By the Mayor*

The Council established a Working Party to investigate the energy efficiency of its buildings, and this may involve specialist surveys and investigation of technical equipment. The group was asked to assess the energy efficiency of Town Council properties and make recommendations for improvements, if any, and establish the feasibility of installing energy-generating systems on/in any Council properties.

The Working Party will make recommendations in due course. Agenda and Minutes for meetings are available at [www.lewes-tc.gov.uk/directory.asp?dir=committee](http://www.lewes-tc.gov.uk/directory.asp?dir=committee)  
The tapestry was exhibited briefly at the Town Hall and subsequently returned to its owner.

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**QUESTION RECEIVED:**

From: Indi Carol Angel

As a local resident, I was at the Lewes fox hunt demo on boxing day as a peaceful protestor to uphold the anti hunting legislation that was passed eleven years ago. I hadn't been to such a thing before and was shocked to see what occurred. I would like to ask the following three questions please:

1. Why does the council grant permission for the hunt to go ahead in clear breach of the hunting act.

(this was not merely a trail hunt, foxes were torn to shreds that day, protestors were attacked, physically, many of us also verbally in breach of the equality act, and the huntsmen were drinking alcohol provided by the White Hart whilst in charge of a horse in a crowded public place. there were other clear breaches of law, many of which were captured on film clearly.

2. Why did the MP, Maria Caulfield turn out wearing a fox fur collar defending the hunt and... *[section redacted – potentially defamatory]* ..(ignoring the fact that the law was broken) she has failed to answer these reasonable questions in private correspondence and seems to also be unaccountable.

3. Bearing in mind there is a growing petition signed by 4,000 Lewes residents against the hunt (we intend to grow this petition significantly), and a national statistic of 83% of people being against it, and in light of the numerous breaches to the exciting legislation which is supposed to prohibit this barbaric tradition, and the Lewes MPs obvious stance on it, what is the council's intentions regarding the application they will receive for there to be a hunt on boxing day this year?

Thank you for submitting these. My friends will be present as I will be working but I look forward to receiving a full response.

**ANSWER:**

*By the Mayor*

We are the parish Council for Lewes, and our only role in the Hunt event is as one of the statutory consultees regarding application for the road closure, which are made to Lewes DISTRICT Council and processed by their Planning Department. We are asked for comment along with the Highways Authority (East Sussex County Council) and Sussex Police, among others. We have no powers to grant or withhold permission for any event.

The instances of illegal activity that you cite would be police matters, and you should make your submission, along with any evidence you may have, to Sussex Police.

We have no authority over the Member of Parliament, and cannot comment upon this element of your enquiry.

As to your last question – as noted above, we will not receive any application for 2016 – merely a request for comments upon road closure. The Council's Planning Committee is tasked with responding to such items and will consider its response to any application when presented. The Town Council has asked Lewes District Council to review its process for consultations on such applications, and we await the result of that.

---

**QUESTION RECEIVED:**

From: Marina Pepper

I wish to enquire of the council on the progress of matters decided namely fc2015/83.1 and 83.2

*Marina Pepper*

**ANSWER:**

*By the Mayor*

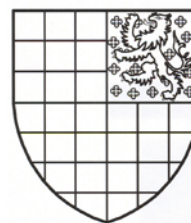
Letters were written and sent (and emailed for speed as it was immediately before Christmas), and neither have elicited a response as yet.

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**LEWES  
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## ***MINUTES***

of the **Personnel Panel** held on **Wednesday 20<sup>th</sup> January 2016**, in the **Yarrow Room, Town Hall**, Lewes at **7:00pm**.

**PRESENT** Cllrs A Ashby; A Barker; R Burrows; M Chartier.

**In attendance:** S Brigden (*Town Clerk [TC]*)

**PersPan2015/18 QUESTIONS:** There were none

**PersPan2015/19 APOLOGIES FOR ABSENCE:** Apologies were received from Cllr Dr Bolt, who had a childcare commitment, and Cllr Dr G Mayhew who was sitting as a Justice of the Peace.

**PersPan2015/20 DECLARATIONS OF INTEREST:** There were none.

**PersPan2015/21 MINUTES:** The minutes of the meeting held on 17<sup>th</sup> September 2015 were agreed and signed as an accurate record.

**PersPan2015/22 EXCLUSION of the PRESS & PUBLIC:**

As the Working Party was to discuss information personal to individual, identifiable, employees the Chairman was obliged to move before proceeding, and **it was resolved accordingly, that:**

**PersPan2105/22.1** In view of the confidential nature of the business to be transacted during the remainder of the meeting - which is detail personal to individual employees; pursuant to the Public Bodies (Admission to Meetings) Act 1960 s1(2); any members of the press or public present be excluded and instructed to withdraw.

**PersPan2015/23 BUSINESS OF THE MEETING:**

1 Members addressed the results of the job evaluation exercise carried out by the commissioned consultant. Working papers were distributed, and panellists considered the results of work done since their previous meeting.

An independent professional review of the established NJC-graded posts in the current structure had been conducted, with the intention of re-establishing 'relativities' disrupted by the effective pay increase for lower grades caused by the Council's adoption of the rate set by the Living Wage Foundation as its minimum (the 'LW').

2 Members were interested to learn that this review had been carried out by Mr Richard Penn, who had an illustrious career in local government with over 30 years in senior positions including Chief Executive roles at Bradford City Council and Knowsley Metropolitan Borough Council. Mr Penn was the Independent Adviser on Standards, then Commissioner for Standards, for the National Assembly for Wales for ten years, and also had served as Chair of the South Wales Probation Board. He completed a five-year term as a Commissioner with the Equal Opportunities Commission and was a Commissioner with the Legal Services Commission, chairing its Regional Committees for Wales and the South West Region. He was appointed by the Minister for Local Government as the Chair of the Independent Remuneration Panel for Wales, and had recently been re-appointed as Chair for a further four years. The Panel sets the remuneration framework for all 22 unitary authorities in Wales as well as the Welsh Fire and Rescue Authorities, National Park Authorities and town/community councils. He had undertaken a large number of high profile management investigations and has acted as a

Designated Independent Person (DIP) in a number of local authority disciplinary cases. He also specialised in performance management/appraisal and organisational change and acted as Independent Adviser to a number of major authorities.

He had also worked extensively as a public sector consultant (for the Audit Commission, SOLACE Enterprises, ALACE, the Local Government Employers and using his own company, Richard Penn Consulting Ltd), mainly with local authorities and other public bodies and has been widely used as an 'expert witness' at equal pay/equal value Tribunal Hearings involving local authorities and health organisations. Mr Penn had led or participated as a team member in a large number of Peer Challenges and Peer Reviews, originally related to Comprehensive Peer Assessment scheme assessment/reassessments but then extending to specific Peer Reviews such as those conducted on behalf of Local Strategic Partnerships. In addition he had assisted a number of local authorities prepare for Peer Reviews and Corporate Governance inspections.

3 Mr Penn had used the Local Government Single Status job evaluation scheme to evaluate each LTC established job. This was a well-established process, which examined the duties, skills, responsibilities, demands of the jobs and working conditions, and compared them one against the other throughout the organisation. It was considered to provide a systematic, fair and consistent means of measuring job "sizes" - the process of placing jobs in order of their relative worth to ensure all employees are fairly rewarded. This particular scheme was recognised as being a robust way of fairly assessing a wide range of professions and skills that appear in the public sector by applying a common set of rules that had been specifically designed for this purpose. The Local Government scheme was designed to reflect current values, including the principles of equal pay for work of equal value. It was the subject of scrutiny by the Equal Opportunities Commission and the Commission for Race Equality and was widely used across the public sector.

4 Staff had completed a comprehensive questionnaire to elicit detail of their role in key areas, related to the level needed to do the job - not to the post-holder individually. These were:

*Knowledge – Mental skills – Interpersonal & communications skills – Physical skills - Initiative & independence – Physical demands – Mental demands – Emotional demands – Responsibility for people – Responsibility for supervision or direction of employees – Responsibility for financial resources – Responsibility for physical resources – Working conditions*

Mr Penn had then interviewed each employee individually, in depth, and applied his assessments to a standard scoring matrix.

5 The Panel reviewed the details of Mr Penn's report, which explained how jobs had been scored and matched to scales with a range of four points on the national pay Spinal Column. This complied with requirements of the Equality Act 2010. TC had prepared an evaluation of the impacts of these proposals, which had the effect of raising the lowest scale point of scales for all staff and the highest point for all but three. Applying the conventional approach to assimilation of staff to a higher grade in such circumstances, the resulting cost implications were considered. Members were alert to the fact that the staff establishment was comparatively small and many key posts were part-time. They took the opportunity to address one or two outstanding issues arising from this, in recognition that the Council faced increasing demands for projects and services and this trend was unlikely to moderate in the future. Adjustment to the hours of certain posts was considered appropriate; as was the deletion of one ancillary post and the assimilation of its duties into an existing role.

6 The Living Wage Foundation revised its rates for the recommended LW each November, which was out-of-step with local government years. To remain consistent both with the aspiration to pay LW rates and the need for equality of treatment for all staff, a policy was discussed and agreed. With regard to any post



where the hourly rate of the evaluated national grade point fell below the LWF's recommended rate for a Living Wage prevailing at 1<sup>st</sup> April in any year, it was proposed that a supplementary amount be paid to top-up that individual to the LW; this being a "non-consolidated" sum separate from the formal grading evaluation of the duties.

7 The overall effect of these adjustments would, for the foreseeable future, avoid potential conflict between nationally-agreed increases to the pay spine and the anticipated levels of increase likely in the National Living Wage which had, hitherto, been significantly higher. The immediate cost to the Council in the first year of these adjustments (at present values, and including employment overhead costs) was approximately £18,000 (levels of overtime working for certain staff being variable). TC advised that although the draft budget which would be considered shortly by Council did not include specific provision for the review, this level of increase could be borne by the General Fund in the first year (*b/fwd balance at 1<sup>st</sup> April 2015 was £284,320*) and subsequently this would be assimilated into the annual budget cycle.

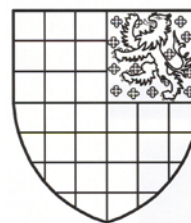
8 It was agreed that TC would discuss the effect of individual adjustments with the post-holders, and advise that the Panel was to recommend to Council that these be implemented with effect from 1<sup>st</sup> April 2016.

**PersPan2015/24 CONCLUSIONS/RECOMMENDATIONS:**

The Personnel Panel recommends that Council implements adjustments to individual staff contracts, as discussed and agreed by the Panel at its meeting on 20<sup>th</sup> January 2016, with effect from 1<sup>st</sup> April 2016.

**PersPan2015/25** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 7:50pm*

Signed ..... date .....



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## **MINUTES**

of the meeting of the **Working Party** formed to consider Communications & public engagement held on **Tuesday 2<sup>nd</sup> February 2016**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm**.

**PRESENT** Cllrs A Ashby; S Catlin; W Elliott; I Makepeace (*Chairman*); S Murray; R O’Keeffe; E Watts and (*not appointed to the Working Party*) Cllr R Murray.

**In attendance:** S Brigden (*Town Clerk [TC]*) Mrs F Garth (*Asst TC/Civic Officer*)

### **ComWP2015/01 ELECTION of CHAIRMAN:**

Cllr Makepeace was elected as Chairman of the Working Party for the 2015/16 municipal year.

**ComWP2015/02 APOLOGIES FOR ABSENCE:** There were none

**ComWP2015/03 DECLARATIONS OF INTEREST:** There were none.

**ComWP2015/04 QUESTIONS:** There were none

### **ComWP2015/05 REMIT of the WORKING PARTY:**

The remit of the working party, as defined by Council was reviewed:

*Council meeting 17<sup>th</sup> December 2015 Minute ref FC2015/82*

Council considered a proposal (NOM 017/2015 – copy in minute book) for a working party to be set up to review the council’s public engagement. Its remit, it was suggested, should be to look at all forms of communication between the Council and the public, electronic communication and other forms of written and spoken communications.

The working group should seek advice from experts in the field of public communications where possible and should research examples of good practice from other local government bodies.

### **ComWP2015/06 BUSINESS OF THE MEETING:**

Cllr Catlin exhorted all Members to ensure they were familiar with the Council’s Communications Protocol (*copies distributed*). This had initially been drafted following the model promoted by Standards for England and updated in 2015 to reflect legislative changes in respect of defamation.

It was agreed that a practical approach to the group’s task was to focus upon elements one at a time, with the Council’s web site and Newsletter the initial focus.

The current website was extremely dated in appearance although functioned relatively efficiently. The underlying management software dated from the 1990’s and TC noted that it was very limited from a publisher/editor’s perspective, especially in the areas of graphics and photographs, and it had no capability for embedded sound or video as would be expected of a modern site. In its favour, it was acknowledged that Parish Councils rarely offered sophisticated websites and the content that the public would expect was relatively easy to find. Examples of more modern sites were screened, including one that had attracted an award from the National Association of Local Councils. It was generally agreed that modernization and a more attractive aspect was desirable, and a sub-group comprising Cllrs Catlin; Elliott; Makepeace; S Murray and O’Keeffe would conduct some research to establish the designer/publisher of sites which, in their opinion, appeared to offer appropriate features. This would enable a future meeting to conduct a more detailed assessment of the costs, and formulate proposals for change. There was extensive discussion contrasting content with functionality; the implications of links to social

media *etc*, and those features considered essential, such as high-ranking and multi-functional keyword search results. A secondary discussion followed on the practicalities of social media such as Twitter and Facebook, and how these could be usefully employed. A policy would be required, and the actual impact on resources would need to be assessed in detail. Individual members were at liberty to promote themselves in this way, although TC reminded of the need for care. This could be discussed alongside the evaluation of website designs.

The background to the Newsletter was reviewed, and it was apparent that the lack of a regular flow of editorial copy was a fundamental problem. In the previous administration a group of Members had undertaken to provide contributions for editing and this could be reinstated. Three editions of the newsletter had been printed in relatively low numbers and made available at a number of distribution points, with a larger fourth edition each year including an annual report and being professionally printed in greater numbers for direct delivery to all households in Lewes. TC would provide some dates for editorial deadlines, and Members of the Working Party undertook to produce regular copy.

The discussion moved into the area of the annual Town Meeting. TC explained the background to this, which was not a Council meeting but a vestige of the system which prevailed before the reorganization of local government in 1974. Where a Civil Parish had a separate parish Council, it was the responsibility of its chairman to call a public meeting of electors for the parish once each year according to a statutory regulated process. If attending the meeting, the Chairman/Mayor must preside, but the meeting itself was the province of the attending electors. There were sundry other controls and limitations to these meetings, and long-standing issues associated with them. Nationally they were considered to be an anachronism; actually being considered for abolition by the government in future legislation. In recent years the Lewes meeting had been associated with the Civic Awards, although this brought fresh problems of practicality. It was suggested that the sequence of events on the evening of the awards presentations for 2016 be amended, and the date (previously scheduled) be altered to the 19<sup>th</sup> April, and the Mayor agreed that she was amenable to this. Room availability was checked, and this was confirmed.

The matter of Councillors' Surgeries was briefly discussed, and TC reminded everyone that these were arranged simply to provide a convenient "fixed-point" for face-to-face contact between Members and constituents. The Council as an organization was accessible to the public via a number of routes, and (unlike many parish councils) had offices which were open to the public throughout the week. Individual Councillors interacted with their electorate in a number of ways, and the monthly Surgeries scheduled within the weekly indoor market in the Corn Exchange were simply to provide an environment for meetings that avoided the need to allow public access to Members' homes or other premises. It was for Councillors to utilize this facility if they wished. This gave cause to note the issue of potential individual responsibility to register as a data controller under the Data Protection Act to cover "everyday" work related to the electoral Ward.

**ComWP2015/07 CONCLUSIONS:**

The Working Party reminds all Members of the importance of adherence to the adopted Communications Protocol. Working Party members each undertook individual tasks in preparation for a future meeting, notably research of details of website designers, and would address the need for copy for the Newsletter. The Mayor agreed to call the Town Meeting for 2016 on 19<sup>th</sup> April and to start it at 6:30pm with the Civic Awards following.

**ComWP2015/08** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 8:45pm*

Signed ..... date .....

**Agenda Item No:** 6c)

**Report No:** FC012/2015

**Report Title:** Grants panel recommendations – 10<sup>th</sup> February 2016

**Report To:** Full Council

**Date:** 25<sup>th</sup> February 2016

**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To recommend payment of grants as suggested by the Grants Panel, following its meeting on 10<sup>th</sup> February 2016 (the fourth of four cycles for 2015/16)

**Recommendation(s):**

- 1 That the grant payments recommended in this report (as shown in column **G** of the appended table) be approved, with the sum of £104 in excess of the agreed budget for miscellaneous grants being drawn from the General Fund (*GF balance b/fwd at 1<sup>st</sup> April 2015 £,284,320*).

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**Information:**

1 The Grants Panel met on 10<sup>th</sup> February 2016. 15 applications were considered, with requests for support in the sum total of £18,675.

2 Assessing applications this cycle were: Cllrs Burrows; Murray (S); O’Keeffe, and Watts. An apology for absence was received from Cllr Cooper (a work commitment).

3 Using the system approved by Council, each panellist evaluated applications on their merits in five categories:

- 1 Closeness of match to Lewes Town Council’s grant scheme policy
- 2 Overall “robustness” of the proposal – general likelihood of success/sustainability
- 3 Financial planning exhibited - adequacy/prudence/appropriateness *etc.*
- 4 Scope and sustainability of the proposal – beneficiaries; scale; thoroughness
- 5 A personal (subjective) assessment, based on any special insight or considerations.

Where recommended awards are below the amount requested by the applicant, the details of the proposal were carefully scrutinized as to the appropriateness of the sum requested in relation to the overall scheme or project budget, and alignment with the Council’s published aims. Also considered were factors such as the balance or proportion of Council funding compared with other sources and the applicant’s own funds, and other detail elements.

4 **The recommended grant awards for this cycle are shown at column G, below.**

Salient points, considered by panellists during their deliberation and influencing their final recommendations (noted/highlighted in column H below, where appropriate), fall into the areas of:

- ⊕ No other funding sought.
- ⊕ Sum requested disproportionate to own assets or contribution to scheme or project.
- ⊕ Sum requested from parish disproportionate to total cost of scheme or project.
- ⊕ Project or scheme mis-matched with parish council powers or LTC’s scheme policy.
- ⊕ Sum recommended is considered to be an appropriate/proportionate parish contribution.

S Brigden

11<sup>th</sup> February 2016

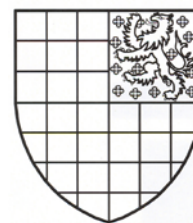


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**LEWES  
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## **MINUTES**

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Wednesday 17<sup>th</sup> February 2016**, in the **Council Chamber, Town Hall, Lewes** at **3:00pm**

**PRESENT** Cllrs S Catlin; M Chartier; R Murray; S Murray

**In attendance:** S Brigden (*Town Clerk [TC]*) L Symons (*Town Hall Manager*)

### **BRepWP2015/01 ELECTION of CHAIRMAN:**

Cllr Chartier was elected as Chairman of the Working Party for the 2015/16 municipal year.

**BRepWP2015/02 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Cooper, who was unwell; Cllrs Lamb and Milner who both had unavoidable work commitments; Cllr O'Keeffe, who was accompanying her partner to hospital; and Cllr Rowell, who had a prior commitment (unspecified).

**BRepWP2015/03 DECLARATIONS OF INTEREST:** There were none.

**BRepWP2015/04 QUESTIONS:** There were none

### **BRepWP2015/05 REMIT of the WORKING PARTY:**

The remit of the working party, as defined by Council, was reviewed:

The original remit of the Working Party was to commission repairs to the South elevation and refurbishment of offices at the Town Hall. This was extended by Council to include administration of the project to refurbish the Malling Community Centre, and is now extended further (*resolution FC2015/85.2 refers*) to include detailed consideration of the options for permanent roof repairs to the Assembly Room and Corn Exchange, as described in report FC011/2015.

### **BRepWP2015/06 BUSINESS OF THE MEETING:**

*Town Hall façade and associated works:* Members were pleased to note that the works were almost complete, and that a license had now been granted by East Sussex County Council for the installation of the clear pavement light which would reveal the 'Martyrs Steps' leading to the Town Hall undercroft. This would enhance the experience of the many hundreds of visitors to the town who are regularly observed scrutinizing, with great interest, the commemorative tablet on the wall above this feature. The roofing contractors had some finishing works to complete, and the pavement light was scheduled for installation within the next two weeks.

*Assembly Room and Corn Exchange roofing:* Members reconsidered report FC011/2015 (*copy in Minute book*), referred by Council, and revised estimates provided by Clarke Roofing (Southern) Ltd (CRS) who had arranged the emergency safety works when roof tiles first dislodged in December 2015. Closer inspection had been facilitated by the safety scaffold now in place, and a more detailed proposal was in prospect. Examples of tiles suitable as replacements (subject to Listed Building Consent) were examined and one of these was considered to be very similar in appearance to the originals. If both the Assembly Room and Corn Exchange projects were combined there would be a considerable saving in the costs of scaffolding and set-up for works. With regard to the contract, it was noted that CRS were the lead contractor currently engaged on the Town Hall roofing and façade project. They had won that contract in open competition less than one year earlier, and had executed those works in exemplary fashion. It was considered that there may be distortion to open

competition for a separate contract in respect of these contemplated re-roofing works, by the general nature of such procedures, as CRS's earlier costs were now in the public domain. This could lead to undervaluing by third parties that would leave the Council exposed to unknown additional cost or reduction in standard. Given that these specialized works were effectively an extension of the current (in progress) contract, which had been won under normal open market conditions only one year earlier, Members were satisfied that the provisions of the Council's Financial Regulations related to contracts would be observed if CRS were given this work under those circumstances. Estimates for the elements of the work and specifications for materials were considered to be fair and reasonable, and Members agreed that Clarke Roofing Southern Ltd should be asked to execute the works needed to both the Assembly Room and Corn Exchange.

*Malling Community Centre:* The Working Party reviewed earlier work to prepare for the refurbishment of the Malling Community Centre (MCC). A professional structural survey had been carried-out, and current and prospective users of the Centre had been surveyed in 2011 with the results indicating the scope of the redesign that should be undertaken. Meetings with users and local residents had also discussed ideas to integrate use of the area of open space adjoining, immediately West of the building. Architects had provided (free of charge) some design ideas, and a casual inspection by a professional quantity surveyor had produced an estimate of the order of costs to be anticipated. Council had established a financial reserve (R10) which would yield £263,000 in 2016/17 and it was expected that additional funds would be available for specific elements/aspects of the refurbishment from external grants schemes and from 's106' contributions arising from the planned North Street Quarter development. The project offered a prime opportunity to incorporate the most sustainable energy conservation/generation techniques and other innovations. It was agreed to recommend that Council formally resolve to commence the project in earnest, with the first steps being to work with the Malling Community Association to 'refresh' the user survey; establish a project timetable which minimized impact on current users and a draft design brief for approval by Council. The next stage then to invite architects to bid for a design-and-build contract.

*All Saints Centre:* Although not specifically within the remit of the Working-party, Members considered any building-related matters affecting the All Saints Centre. There were no known issues with the building, which was in generally good repair. The recent work of the Town Ranger and Cllr Catlin in clearing overgrown areas of the churchyard was acknowledged and thanks were recorded to both for this valued contribution.

**BRepWP2015/07 CONCLUSIONS:**

The Working Party recommends that works be put in hand as soon as possible to repair the roofs of the Assembly Room and Corn Exchange, with this work being offered as an extension to the current contract with Clarke Roofing (Southern) Ltd. All works subject to the grant of Listed Building Consent.

It is recommended that the project to refurbish Malling Community Centre now be commenced in earnest, as described in these minutes.

**BRepWP2015/08** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance.

*The meeting closed at 4:30pm*

Signed ..... date .....



**Agenda Item No:** 7 **Report No:** FC013/2015  
**Report Title:** Review of Councillors individual duties  
**Report To:** Full Council **Date:** 25<sup>th</sup> February 2016  
**Report By:** S Brigden, Town Clerk

**Purpose of Report:** To advise changes to allotted individual duties requested by Members.

**Recommendation(s):**

- 1 That the changes to allotment of Members individual duties appended to this report be approved for the remainder of the 2015/16 municipal year.
- 

**Information:**

Duties were allocated to individual Members at the Annual Meeting on 21<sup>st</sup> May 2015. There had been only a short period since election of the new administration in which newly-elected councilors could assess their position, and minor amendments were approved by Council on 18<sup>th</sup> June 2015 and 30<sup>th</sup> July 2015. Since then, further amendments have been submitted.

These proposals are (the effects of which are shown on the attached tables):

Representative on Lewes & Seaford Citizens Advice Bureau:

Cllr Catlin resigns from this duty.

Homes & Workspaces Working party:

Cllr Catlin requests appointment to this Working party.

S Brigden  
16<sup>th</sup> February 2016

**MEMBERSHIP OF OUTSIDE BODIES 2015/2016**Council 21<sup>st</sup> May 2015, resolution FC2015 11.1 refers**LEWES  
TOWN  
COUNCIL**

<b>Lewes District Association of Local Councils</b>	<b>Cllr S Murray</b>
<b>East Sussex Association of Local Councils</b>	<b>Cllr S Murray</b>
<b>Citizens Advice Bureau</b>	<b>Vacant</b>
<b>Railway Land Wildlife Trust (2)</b>	<b>Cllr R Burrows Cllr S Murray</b>
<b>Landport Bottom Management Committee (4)</b>	<b>1 Cllr A Barker 2 Cllr W Elliott 3 Cllr I Makepeace 4 Cllr S Murray</b>
<b>Lewes Town Partnership</b>	<b>Cllr Catlin (S Wischhusen)</b>
<b>Lewes – Uckfield Line Parishes group</b>	<b>Cllr Catlin (S Wischhusen)</b>
<b>Lewes Priory Trust</b>	<b>Cllr E Watts</b>
<b>Stanley Turner Advisory Committee</b>	<b>Cllr R Burrows</b>
<b>Lewes Conservation Area Advisory Group</b>	<b>Cllr A Ashby</b>

# Councillors individual duties 2015/16

Resolutions refer: FC2015/10.1; FC2015/12.1; FC2015/22; FC2015/38



LEWES  
TOWN  
COUNCIL

## LEAD MEMBERS

## Functional panels *etc*

## Currently-active Working Parties

		Bank Signatory	Finance & Policy	Envir't & Tourism	Youth & Com'y	Communic'ns	Grants panel	Planning C'ttee	Audit Panel	Personnel Panel	Finance	Pells Pool CA liaison	ASC Steer'g	Traffic Issues	Commem's	Buildings Refurb'nt	Energy Efficiency	Allotments service	Communic'ns	Homes & Workspaces	Dementia				
Annabella	ASHBY	✓						✓		✓								✓	✓	✓					
Adam	BARKER								✓	✓								✓							
Dr Amanda	BOLT									✓		✓	✓												
Richard	BURROWS	✓					✓			✓			✓												
Stephen	CATLIN (Wischhusen)							✓	✓				✓	✓	✓			✓	✓	Req					
Michael	CHARTIER	✓								✓	✓		✓		✓	✓					✓				
Daisy	COOPER						✓				✓				✓	✓									
Will	ELLIOTT							✓	✓					✓						✓	✓				
John	LAMB				✓			✓	✓			✓		✓		✓						✓			
Imogen	MAKEPEACE					✓		✓						✓	✓			✓	✓	✓	✓				
Dr Graham	MAYHEW									✓					✓										
Merlin	MILNER			✓				✓	✓			✓	✓	✓		✓	✓				✓				
Roger	MURRAY	✓						✓				✓			✓	✓	✓					✓			
Susan	MURRAY	✓					✓	✓			✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		
Ruth	O'KEEFFE	✓					✓	✓			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Tony	ROWELL	✓	✓								✓					✓	✓				✓				
Esther	WATTS						✓					✓		✓			✓		✓		✓		✓		

## NOTICE OF MOTIONS PROPOSED

**Notice has been received, as described below, of motions which are proposed for consideration by Council at its meeting on Thursday 25<sup>th</sup> February 2016**

**NOM 023/2015** – received from **Cllr O’Keeffe** on 10<sup>th</sup> February 2016, in the following terms:

**It is proposed that:**

Lewes Town Council acknowledges the strong belief of many of our local residents that Lewes Crown Post Office is under threat.

It further takes on board the fact that the downgrading of the Crown Post Office to an in-store franchise is likely to have a detrimental effect upon the viability of the upper part of Lewes High Street, (which has already been noted to be vulnerable within planning documents written for Lewes District Council), and of many local businesses which depend upon it to send out many packages and parcels every day (the rise of internet shopping and working from home makes this ever more important).

It notes the reduction in range of services that franchising brings about and the value that having these services within the town has to residents.

It further notes that a petition against the plans is gathering a large number of signatures, over 1000 in the first 48 hours of the petition, showing sizeable public opposition to franchising proposals being put forward by Post Office Ltd.

Lewes Town Council therefore resolves to publicly announce that it supports the efforts of local residents to keep a Crown Post Office in Lewes and opposes any proposals to downgrade it and lessen the service available to our residents.

It asks the Mayor to write to the Communications and Corporate Affairs Team at Post Office Ltd. outlining the damaging effects upon Lewes residents and businesses of these proposals and requesting that the Crown Post Office be retained in its current form at its current location.

**Supporting Information:**

On January 19<sup>th</sup> Post Office Ltd. announced plans to franchise 39 of its branches and close three. Lewes Crown Post Office is on the list of those to be franchised once a suitable retailer is found. Lewes is a busy Post Office - customers are well aware of the queues frequently experienced at peak times. Yet the Post Office wants to sell the valuable building and put the Lewes Post Office into a local shop, which it is felt will lead to even longer queues, fewer services offered and an all round inferior service, which will affect businesses and individual customers.

Lewes Crown Post Office has been on the same site for over 100 years, a site that serves the town well.

The process is out to consultation at the moment but the consultation is mainly focussed on finding another business to take on the service rather than dealing with the issue of whether the post office should stay in its present location.

Cllr R O’Keeffe  
10<sup>th</sup> February 2016

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# Route 132: Sunday Bus Service for Lewes Town - Progress report January 2016.

## Background to the report

In the Spring of 2014 Community Transport for the Lewes Area (CTLA) was successful in obtaining a grant from the Local Sustainable Transport Fund (LSTF) to provide a weekend tourist bus service during the Summer between Lewes and Hassocks. The service was designed to improve access to the amenities within the South Downs National Park by public transport and encourage more sustainable travel. The grant awarded funded a bus service for two Summer seasons from 25 May 2014 to 28 September 2014 inclusive and again from 24 May 2015 till 27 September 2015.

Whilst devising the new route and timetable CTLA took the opportunity to restore a local bus service between Lewes estates and the town centre for the first time in several years. The initial operation served only Landport and Malling with services operating along Southover High Street/Bell Lane and the A275 Nevill Road providing access to the nearby Winterbourne and Nevill Estates.

With the fledgling Sunday service beginning to carry increasing numbers of Lewes residents during the Summer of 2014, CTLA was keen to avoid a break in service provision over the Winter period prior to the LSTF funded Summer service re-commencing in the Spring of 2015. However insufficient passengers were being carried to enable the service to be provided on a "commercial" basis and therefore an approach was made to Lewes Town Council to provide gap funding so that the Lewes Town service could be operated all year around until the Spring of 2016. Thanks to the generosity of the Town Council a grant of 7,000 was awarded to fund the Winter service in 2014-2015 and again during the Winter of 2015-2016. From the outset route 132 was designed to mirror very closely the route taken by the weekday town service provided by Compass Travel on behalf of East Sussex County Council. The only exception was that Spences Lane was not served on any of the journeys. However, this was included starting with the Summer 2015 service following passenger feedback. A total of 6 journeys per day were provided between Malling and Landport Estates and the bus station with 5 between Nevill/Winterbourne and the bus station operating to an hourly frequency between 10 in the morning and 4 in the afternoon.

Following a review of passenger loadings, a number of changes have been implemented with the start of the Winter 2015-2016 service. Basically the operating day has been reduced so that 4 return journeys between each part of the Town and the Bus Station are provided between the hours of 10 am and 2 pm, reflecting the fact that those late afternoon journeys withdrawn experienced very low patronage. The other major change is that positional journeys at the start and end of the day now operate between Newhaven and Lewes via the C7, providing a much requested bus link between those villages and Lewes, following on from Compass Travels' decision to withdraw their service 123 on Sundays for the winter period.

## Service marketing

Strong marketing has accompanied the provision of the bus service throughout with CTLA ensuring that the timetable is regularly placed in the popular Bus Times publication produced by Brighton & Hove Bus Company. A dedicated A5 timetable leaflet has also been produced and distributed and full details re included in the Compass Travel East Sussex timetable booklet. Full details also appear on the web on the CTLA website ([www.ctla.org.uk](http://www.ctla.org.uk)) and are available through the telephone and web based National bus planning service Traveline. Roadside bus stop displays also show details of the Sunday service so ad hoc would be bus passengers are also catered for (see appendix 2).

The generosity of Lewes Town Council in providing financial support has also been acknowledged widely in all the various forms of publicity.

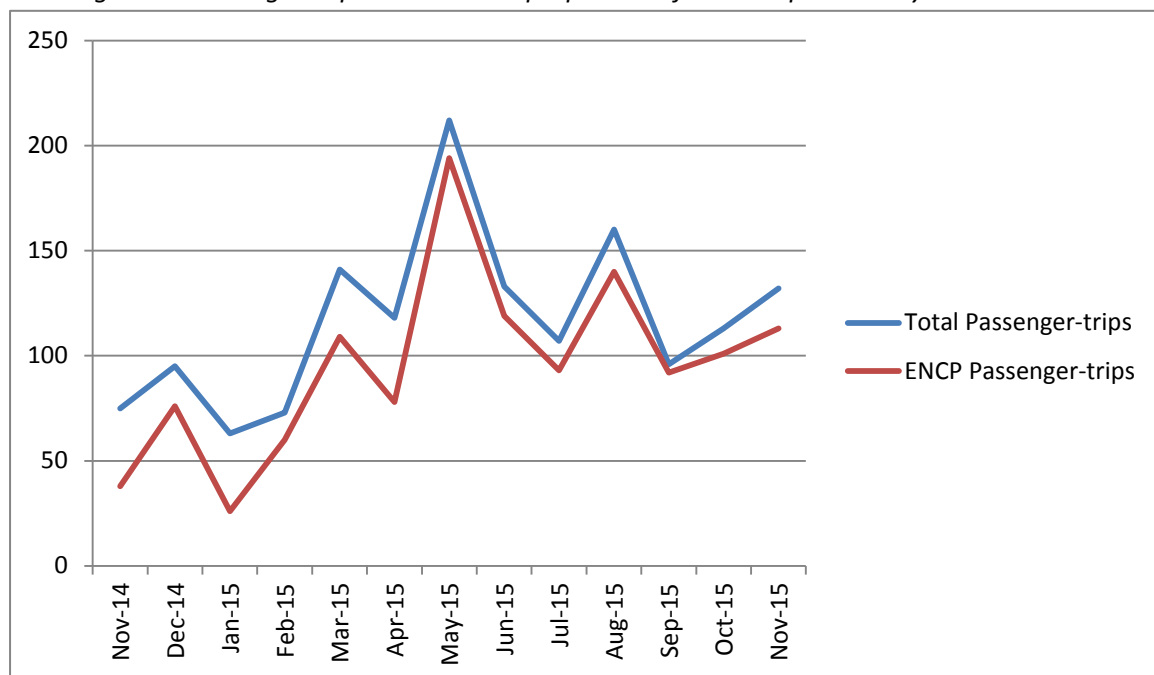
## Results of service 132

During the twelve months from 1<sup>st</sup> November 2014 to 31<sup>st</sup> October 2015 a total Of 1,518 passenger-trips were completed on service 132. Appendix 1 demonstrates the growth of the service including seasonal variations on a month by month basis. Seasonal fluctuations were evident as would be expected, with peaks in demand occurring in December, May and August, but it is difficult to draw definitive conclusions on seasonality at this stage as true trends will have been distorted by the fact that overall demand for the service continues to grow.

Also evident from Figure 1 is the fact that of these 1,518 passenger-trips 1,239 (82%) were undertaken by holders of the English National Concessionary Transport bus pass, so predominantly but not exclusively these would have been older persons.

## **Figure 1: Service Patronage**

*showing Total Passenger-trips and also the proportion of those trips made by ENCP holders.*



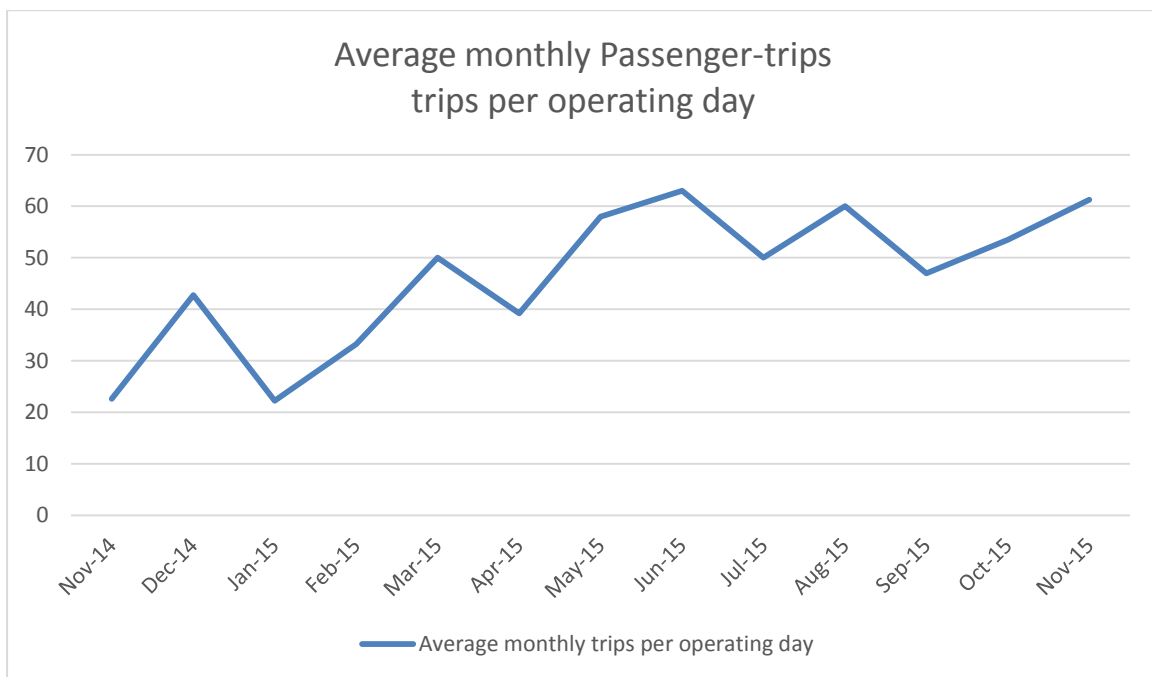
**Evidence of continued growth in Patronage.**

Further analysis of the data enables us to conclude that the service is continuing to grow in popularity: -

- Total number of passenger-trips per month increased by 51% from 75 to 113.
- Average passenger-trips per operating day increased by 58% from 22 to 54

**Figure 2: Average Monthly Passenger-trips per operating Day**

*All passenger-trips*

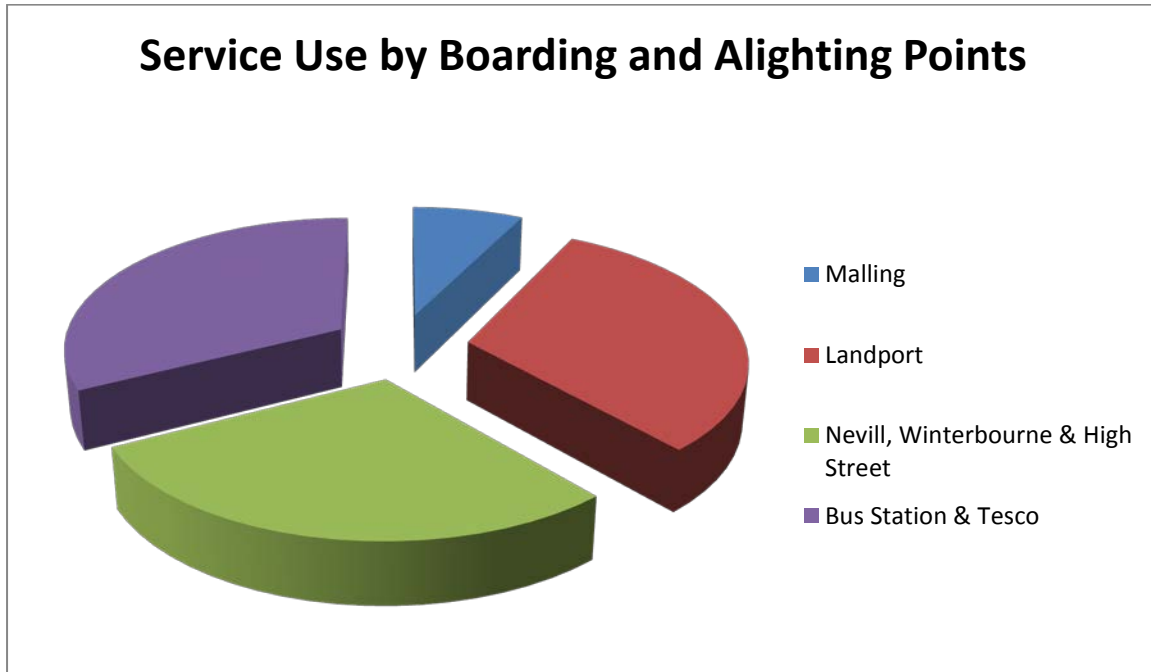




The majority of passenger's travel between the Nevill, Winterbourne or Landport areas and the bus station with Malling residents making up a smaller proportion of travellers.

### Figure 3: Origin and Destination of Passengers on service 132

*showing Passenger-trips by boarding and alighting points*



#### The Future

The fact that the numbers travelling on the service continues to grow does mean that the net cost of operating the service is slowly decreasing but we are not yet at the point where the service is sustainable without any external funding. Lewes Town Council is currently funding the Winter service in 2015–2016, as it did in the previous year with CTLA providing the Summer operations in 2014 and 2015 with the proceeds of other external grant funding, notably the Local Transport Sustainable Fund in 2014, plus some internal support from its own funds. However, at the current time we do not have any funding in place for the Summer of 2016 and beyond.

Because the net cost is decreasing we are confident that this service could be provided for a further two full calendar years at a subsidy of £5,104 per annum (equates to 58 days of operation in each year) with a further £700 per annum to cover the cost of publicity in the Brighton & Hove Bus Company Bus Times publication, Compass Travel booklet and on roadside displays.

**Therefore, we are asking the Town Council to consider a further subsidy of £11,608 payable over two years in equal instalments of £5,804 which would safeguard the service for an additional 2 years up until and including 28<sup>th</sup> May 2018. During that time, we would continue to seek ways to further improve the cost effectiveness of the service by increasing patronage as we seek to maintain this important service.**



